

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
<http://www.blm.gov>

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Instruction Memorandum No. 2004-039
Expires: 09/30/2005

To: All State and Center Directors and Washington Office Officials

From: Assistant Director, Human Resources Management

Subject: Bureau of Land Management Procedures for Distribution of Electronic
Leave and Earnings Statements

Purpose: This Instruction Memorandum transmits the Department's policy for electronic distribution of Leave and Earnings Statements (LESs) for employees of the Department of the Interior (see <http://web.nc.blm.gov/nhrmc/LESPolicy.PDF>).

Policy/Action: The intent of this new policy is to provide employees their LES information electronically through the online Employee Express system at www.employeeexpress.gov. Hard copy LESs will be printed and mailed only to employees who have obtained waivers to the general policy.

Employees will need to obtain a Personal Identification Number (PIN) from Employee Express. Details on how to obtain a PIN are contained in the attached Personnel Bulletin No. 04-01.

Waivers will not be granted to employees with access to a computer and a printer. Employees with access will be provided reasonable time on the job to access and print a copy of their LES.

Waivers can be requested either individually through the supervisor or for groups through the Office Head. The definition of Office Head, referenced in Personnel Bulletin No. 04-01, is the Director, Deputy Director, Assistant Director, State Director, or Center Director. Delegation of waiver authority to District or Field Managers is at the discretion of the State Director.

If the Office Head determines that there are groups of employees or organizations without access to computers and printers, the Assistant Director for Human Resources will be notified prior to processing the waiver.

Use of the new policy is not discretionary.

Timeframe: The goal of the Bureau is to have the majority of employees with access to computers and printers receiving electronic LESs by pay period 26.

Budget Impact: If the Bureau does not attain a rate of approximately 70 percent of employees receiving electronic LESs, the Bureau will incur additional costs. Based on the number of hard copy LESs mailed to home addresses above the threshold, the Department's National Business Center will assess charges.

Background: As a result of the Department's initiative to modernize payroll operations and to reduce costs, the determination has been made to electronically distribute LESs. The Department of the Interior Personnel Bulletin No. 04-01 outlines the Department's policy on electronic distribution of Leave and Earnings Statements.

Manual/Handbook Sections Affected: None

Coordination: State/Center Offices must consult with their local exclusive Bargaining Unit Representatives(s) prior to implementation of these policies.

Effective Date: For those employees with access to computers and printers, the electronic distribution of LESs is effective beginning in Pay Period 26. In those instances where waivers are being processed or final consultation with bargaining unit representatives has not been completed, the implementation date may be delayed.

Contact: Questions may be referred to the National Human Resources Management Center, Tom Navarro, Group Administrator for Employment and Compensation, at (303) 236-6702 or Annette Martinez, Group Administrator, Employee and Labor Relations, at (303) 236-6505.

Signed by:
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